

1240 Washington Avenue

Sheboygan, WI 53081

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www.sheboygan.k12.wi.us/south

WELCOME TO SOUTH HIGH SCHOOL!

We welcome you to one of the best high schools in Wisconsin. South High School is known for its forward attitude, comprehensive curriculum, and dedicated staff. We encourage you to take full advantage of the many opportunities that are available at South High School. Set your goals for life. Work hard. Get involved. Together we will continue our tradition of excellence the Redwing Way! It is important to read and become familiar with this handbook. It will help you understand your responsibilities to yourself, school, and to others. Disciplining oneself is sometimes a very difficult task, but it does bring about personal rewards.

Mr. Kevin Formolo

Building Principal

Mr. Josh Kestell

Associate Principal/
Coordinator of Curriculum

Mr. Chris Hein

Associate Principal/
Activities Director

Mr. Josiah Pledl

Dean of Students

EDUCATIONAL PHILOSOPHY OF SOUTH HIGH SCHOOL

The goal of South High School is to prepare the youth of Sheboygan for life in an ever changing and uncertain world. Because life is more than a livelihood, a liberal arts education develops an understanding of the entire range of human achievements and focuses on what is ultimately worthwhile as well as on what is immediately useful.

South High seeks to instill in each student a desire for learning that will continue throughout life by developing:

- Each individual's capacity to assume more responsibility for his/her own education.
- A desire and a respect for knowledge and those skills essential to obtaining and using knowledge.
- A wide range of interests.
- A program of study based on individual differences.

South High encourages each student to develop a realistic understanding of him/herself by:

- Providing opportunities for greater student responsibility and by developing self-discipline.
- Regarding each student as a unique individual entitled to human dignity.
- Encouraging each student to form realistic personal goals, worthwhile social values, and self-respect.

South High encourages students to develop meaningful relationships with others at school and in the community by learning to accept and respect differences among people and cultures.

The **REDWING WAY** is used to describe a member of South High. Being a part of the Redwing Way means each student demonstrates; Commitment to Responsibility, Productive Effort, Respect for self and others, Pride in self, school and community, and Leadership in school, extracurricular activities and community.

Alternate Bell Schedules may be provided during the school year for various school activities, final exams and inclement weather. Information regarding an Alternate Bell Schedule will be announced through advisory and daily announcements as needed.

IMPORTANT PEOPLE AND RESOURCES!

MAIN OFFICE

Ms. Renneisen and Mrs. Billie Weier 459-3637

The Main Office is located in the center of the main corridor on the first floor. If a student needs to see an administrator or

have a question answered, this is the place to come. The Main Office is open school days from 7:00am–4:00pm and non-school days from 7:00am–3:00pm.

ATTENDANCE OFFICE AND HEALTH DESK

Mrs. Kim Laack 459-3958

The Attendance Office is located near the main entrance to SHS. A parent/guardian should call this office to report an absence from school. For convenience, an answering machine is used in the evening. A student who needs to go to the Health Room needs to have a pass from a teacher.

ACTIVITY & FINANCIAL OFFICES

Mrs. Mary Risse 459-3716 (Activity), **Mrs. Patty Guenther** 459-3702 (Financial)

The Financial and Activity offices are located in the commons area near the entrance of the building. The offices are open before school from 7:00 - 7:55 a.m. Money for class fees, materials, workbooks, lunch accounts, and fundraising activities is collected at the financial office. All matters related to school activities and athletics are handled here, including obtaining participation clearance slips.

COUNSELING CENTER

Ms. Clarice Houseye, Mrs. Cheryl Stubbe, Mrs. Lynn Roenitz Phone 459-3641 (Room 130)

The Counseling Center is located across the hall from the Main Office. Each counselor is specially trained to help. To see a counselor, stop in and fill out an appointment slip. Parents are welcome to call with questions or to make appointments. A counselor is someone who wants students to get the most out of school – and life!

Pupil Services Team:

School Counselors

Mr. Steve Schneider

459-3644

Mrs. Ann DePagter

459-3643

Mr. Regan Haulotte

459-3645

Ms. Sara Sandman

459-3642

School Social Worker

Mrs. Carla Vorpahl

803-7903

School Psychologist

Mrs. Kris Schoenenberg-Gross

459-3267

SCHOOL RESOURCE OFFICER

Mr. Chris Bahr– Phone 459-3706 (220)

It is the goal of the Student Resource Officer to develop a working relationship between students, school and police department, provide instruction in the classroom, be a resource person, and develop proactive programs to deal with delinquency.

SCHOOL SECURITY OFFICER

Mr. Tim Eirich - Phone 803-7808 (Room 18)

It is the responsibility of the School Security Officer to maintain the safety and security of the building, staff and students.

LIBRARY/MEDIA CENTER

The Library Media Center is a place for quiet work, study, or reading. It is open from 7:00 a.m. – 4:00 p.m. on Monday, Tuesday & Thursday and from 7:00 a.m. – 3:30 p.m. on Wednesday & Friday. Hours are subject to change and will be posted and announced beforehand.

DAILY BULLETIN

The Redwing Daily delivers announcements during advisory Mon, Tues., Thurs., and Fri. via the advisory powerschool page. They will also be posted on the South High School Facebook page and on the school website. Please take advantage of all the opportunities for involvement that are available at South High School.

SCHOOL STORE

The Red Zone is South High School's student-run school store. The Marketing and Management classes manage The Red Zone, which sells beverages, snack foods, and apparel.

CO-CURRICULAR ACTIVITIES AND SPORTS

Participation in co-curricular activities is a privilege offered to, and earned by, students. **In order to maintain co-curricular privileges, participants are expected to adhere to higher standards of academics and conduct than that established for the general school population.** Many co-curricular activities, such as running for class officer, require academic

standards similar to those necessary to participate in athletics. See the advisor/coach for requirements. Participation in co-curricular activities is a student privilege, and suspension of such privileges does not require a due process hearing procedure. South is a member of the Fox River Classic Conference which includes Ashwaubenon, Bay Port, DePere, Green Bay Preble, Green Bay Southwest, Manitowoc, Notre Dame Academy, and Sheboygan North.

SOUTH HIGH OFFERS THE FOLLOWING CO-CURRICULAR SPORTS:

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football	Boys' Basketball	Boys' Baseball
Boys' Soccer	Girls' Basketball	Girls' Softball
Volleyball	Hockey	Boys' Track
Cross Country	Boys' Swimming & Diving	Girls' Track
Girls' Swimming & Diving	Wrestling	Boys' Golf
Girls' Tennis	Gymnastics	Girls' Soccer
Girls' Golf	Dance	Boys' Tennis
Dance	Cheer & Stunt	
Cheer & Stunt		

SOUTH HIGH OFFERS THE FOLLOWING CO-CURRICULAR ACTIVITIES:

Arts Scream: Students who have an interest or passion in visual art are encouraged to join. Arts SCREAM gives its members a chance to explore different mediums and styles of Art in order produce Art for themselves and for the community (Service Projects), as well as provide a place to discuss Art.

Bowling Club: The purpose of the Wisconsin High School Bowling Club is to provide high school students an opportunity to experience the spirit of the team competition and community pride while participating in a sport they can enjoy for the rest of their lives, and to allow any bowler, without regard to race, sex, or physical ability, an opportunity to participate within a team environment. It will provide an opportunity for student bowlers to meet bowlers from other schools and travel to other bowling club facilities. Practice and meets begin in November and continue on throughout the beginning of March.

Chess Club: The Chess club meets on Thursdays right after school in the Redwing Foyer. At the club meetings we go over tactics and strategies and discuss tournament results. Stop at the Rec Department or in the South High activities office to register for Chess Club

Chinese Club: Students will fundraise money to travel to Chicago Chinatown and China to learn more about the Chinese culture. They also dance for Feats and Follies and do other activities according to students needs.

Culinary Arts Club: This club is open to all students who wish to further skills in culinary arts, compete in competitions and participate in catering events. Culinary Arts Club helps prepare students for the real world by advancing skills in food prep, customer service, leadership and working with others.

Debate: Students develop skills in organization, research, logic, public speaking, and debate by studying a topic of national importance. Students develop these skills by competing against teams from other schools in Policy, Debate, Value Debate, and Congress.

Drama, Fall Musical and Stage Crew: Students are invited to participate in the dramatic productions staged each year at South High and learn about the various areas of the theater and theatrical production. Whether you are an actor or prefer to be a behind-the-scenes, we have a place for you! Each year South joins with North High School to perform a musical. Auditions are held the first week of school and the production is usually the first two weeks of November. The crew assists with technical aspects of dramatic productions in addition to its regular duties of setting up for school assembly programs in the auditorium. Members learn basic stage scenery techniques, lighting methods, and sound system organization.

Drumline: gives band students an opportunity to study, rehearse, and perform works beyond the material studied in band specifically around marching percussion. Drumline allows for percussionists and non-percussionists to study more in depth marching percussion music. Drumline rehearses two times a week and has several performances both in and outside of the school day. Membership is open to any students taking band. An audition is required which occurs in late May.

FBLA: (Future Business Leaders of America) is the premier organization for students interested in business. It is the largest student business organization in the world with more than a quarter of a million members. South High FBLA is open to all students, regardless of career choice. FBLA members have the opportunity to participate in competitive events, travel to leadership conferences, and service to others.

FCCLA: (Family, Career and Community Leaders of America) is a nationally recognized organization promoting personal growth and leadership skills through family and consumer sciences classes. Students also have a chance to take part in community service work and compete in leadership in the areas of family and children, teaching (elementary or early childhood education), and culinary arts.

Feats & Follies: This is a yearly event under the direction of South High students. Each year in April, the students of South High showcase their talents ranging from singing and dancing to band performances and hilarious skits. This is a great way to show off all the hidden talents of the student body. Everyone is welcome to help with the decorations and show details. This event is open to the public.

Forensics: Forensics is an extracurricular activity involving interscholastic competition in 19 different areas of public speaking. The areas included are formal speaking, play acting, and oral interpretation. Forensics helps students become articulate speakers, allows them to speak out on current issues of concern, allows them to meet and compete against students from around the state, and helps them seek relevance in literature and history.

GSA: (The Gay/Straight Alliance) The Gay/Straight Alliance (GSA) is a student-led organization that provides a safe and supportive environment for gay, lesbian, bisexual, and transgender students. GSA members work to support one another, educate themselves, and work to end discrimination against gay, lesbian, bisexual, and transgender members of the school and community. GSA provides a safe place for students to express their ideas and concerns related to sexual orientation and gender identity issues.

Hmong Student Organization: This organization is open to all Hmong and non-Hmong students in all classes. The goal of this organization is to improve students' self-esteems, cultural values, career planning, and leadership skills. In other words, it is to build a warm and diverse positive learning environment in the school and community. Each member of the this organization is required to be a good role model for other students and his or her siblings by having a strong self-identity such as being proud of his or her own cultures, showing appreciations toward other cultures, and having a well-planned career path beyond high school.

HOSA: (Health Occupations Students of America) This organization enhances the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community. Students will have an opportunity to compete in a health care area.

International Dancers: Members perform traditional and cultural dances for other schools and area organizations.

National Honor Society: The Pantzer Chapter of the National Honor Society has a charter dated over 40 years ago. Now, as then, membership is based upon academic excellence, service, leadership, and character. Students must meet the minimum academic criteria with a 4.25 grade average. Service includes school and/or community activities, while entire faculty rates character and leadership.

Red Team: The Red Team Is a student run organization sponsored by local businesses around Sheboygan. Red Team's goal is to not only prepare freshman for their first day and year at South High School, but to continue to teach lessons and provide guidance through leadership to the lower classes.

Renewable Redwings: This is an environmental group with the emphasis on spreading awareness for taking care of our environment and school through recycling and other responsible actions.

Student Council: South High's Student Council is one of the most influential of all co-curricular groups. The Council is all volunteer organization. Any student interested may participate subject to a minimum hours of service to the Council established by its advisors. Students volunteer to be involved in a variety of school or community projects. In the past, Council has organized and planned Homecoming, Prom, Blood/Clothing/Food Drives, Pep Assemblies, and the Student of the Month Recognition Program.

Trap Club: Students participate in competitive trap shooting program, league competition starts in early spring and ends with the State Shoot in mid-May. The Club is open to both boys and girls. All of the competitions are held at local sportsman's

clubs and compete with other Sheboygan County High Schools. The Sheboygan County High School program was started in 1982 at South High

Walk for Warmth: Is an organization that brings awareness to others in our community who need assistance when paying their heat/gas bill through WPS. To raise that awareness, South holds a walk in December where students raise pledges, and the money goes to WPS customers. The last two years the students donated food for the Redwing Pantry here at school vs. pledges.

World Languages Club: The World Language club meet outside of school time learning about each culture; specifically, holidays, traditions, and values.

Any individual who wishes to start a new organization should check with the Activities Director. Every club must have a sponsor who is a member of the school staff and must have a constitution/charter statement on file in the Activities Office.

The Activities Director must approve all Fund Raising activities on or off the campus.

THE REDWING WAY: EXPECTED STUDENT BEHAVIOR PHILOSOPHY

The goal of the Code of Student Rights and Responsibilities is to have all parent/guardians, students and staff work together in order to create a positive learning environment through the development and use of democratic practices.

We each have a right to experience a **safe** school, populated with **respectful** and **responsible** individuals. The freedom of an individual, or group, stops when it intrudes upon the rights of others. Since the lawful rights of individuals may clash, these rights must be balanced to protect as many persons as possible.

School staff and students should respect the views and opinions of others.

The right to learn and teach involves the development of attitudes, habits, and behaviors that create a proper environment for learning. Therefore, the following rights have been established for students and staff:

1. The right to attend a school that is safe, orderly, and learning-centered.
2. The right to an educationally defined discipline plan that assists students in becoming self-disciplined and supports positive change within individuals.
3. The right for all individuals to maintain an environment conducive to learning, which requires implementing the school's discipline plan.
4. The right to fair, consistent procedures that are implemented should a student violate a school policy.

THE "ABOVE THE LINE" PHILOSOPHY

1. South High School subscribes to the Positive Behavior Intervention Support Framework (PBIS) for student behavior. The premise of PBIS is to support students in making appropriate choices regarding behavior through teaching, practice and acknowledgement. PBIS at SHS is the foundation of the "Redwing Way". Through the "Redwing Way" all students are taught positive behaviors, provided with opportunities to practice the behavior and are acknowledged frequently for meeting expectations.
2. "Redwing Way" – To adhere to the "Redwing Way," an individual demonstrates positive behaviors through commitment, effort, respect, pride and leadership.

THE "BELOW THE LINE" OR "BOTTOM LINE" PHILOSOPHY

1. "Minor Infraction" – Whenever an individual slips into an opposite, negative behavior, the individual is committing a "Minor Infraction". At this point, the student has an opportunity to work with the classroom teacher to resolve the situation. Teachers have the opportunity to "share the power" with the student in determining a resolution. The teacher or student may choose to include the Dean of Students to work through the conflict and complete a "Fix It Plan".
2. "Major Infraction" – Occasionally an individual will commit a more grievous act, such as: repeated "Minor Infractions", tobacco, alcohol & drug violations; fighting; theft; weapons possession; all forms of harassment; gang-related activity; major threats; bomb or fire concerns; substantial vandalism; vulgarity directed at an adult or gross insubordination. These are considered to be a "Major Infraction" and are dealt with as a referral to the dean of students and/or administration.
3. It is important to remember that in this program, students are encouraged to take responsibility for their own actions. Classroom teachers are given more authority to set and control the atmosphere of their classrooms. The Dean of Students and other School Administration are to support the classroom teacher in maintaining a classroom environment where students adhere to the "Redwing Way".

The foundation for the following South High guidelines can be found in one or more of the following Wisconsin State Statutes,

Wisconsin State Acts, SASD Board of Education Policies or Board of Education Rules. **Statutes:** 101.123, 118.13, 118.15, 118.31(3), 120.12(20), 120.13 (1), 947.013, 948.61 Acts: 95, 239

Rules: 3516.1, 5113.3, 5114.1, 5114.4, 5146. **Wisconsin Administrative Code Title IV, Civil Rights Act of 1964, Title IX, Educational Amendments of 1972, Section 504, American Disabilities Act of 1990.**

ATTENDANCE POLICIES

If a student needs to leave school for an appointment or due to illness, the student must get a pass from the Attendance Office or the absence may be unexcused. If your student is marked absent in a class and you or your student feel it is incorrect please have your student contact the teacher and have the teacher contact the attendance office.

The school **cannot** release a student without receiving written or verbal permission from the student's parent/guardian, or the independent student.

ATTENDANCE POLICY

Wisconsin State Compulsory Attendance Law requires regular, full-time school attendance until a student reaches the age of 18. Students are expected to be in attendance all 180 days of the school year. By statute, parents are permitted to excuse a student for up to 10 full days in a school year. Students exceeding 10 full day absences must receive clearance from the appropriate administrator. Absences not approved by the school are considered unexcused.

In order to excuse an absence, a parent/guardian of a minor student or an independent student must report the absence to the Attendance Office by either a telephone call or by a written, signed, and dated note specifically stating the reason for the absence. Notification within one school day of the absence is preferred.

After five (5) school days and not more than ten (10) school days, an absence may be excused, at the discretion of an administrator, after receiving a written, signed, and dated note from a parent/guardian specifically stating the reason for the absence, the date(s) of the absence and why there has been a delay in requesting the absence be excused. **Absences are not normally excused after a period of ten (10) school days.**

If a student has an identifiable medical problem, a written statement from the doctor (not a note on a prescription pad) must be presented to the office in order to excuse the student beyond statute limits. Depending upon the nature of the medical situation an updated statement may be requested monthly.

Automatic daily phone calls are made to the student's home for every unexcused absence. When a student has been determined to have three unexcused absences in a particular class, a letter will be mailed to his/her parents/guardian. After the fifth unexcused absence has occurred, the attendance secretary will send out an unexcused absence letter to the parents and may arrange an appointment for a truancy conference.

Prior approval is needed in order for the following absences to be excused:

1. Absence for the purpose of assisting students and/or their families with problems that make regular school attendance difficult or inappropriate (students who experience severe personal or social adjustment problems per Board Policy 5113.33).
2. A school-approved visit of a post-secondary program
3. Family vacation (A Vacation Request Form must be completed)

Please note: Permission to attend these functions does not necessarily mean the student will be excused (especially if there has been a previous history of excessive absences).

HOMEWORK REQUESTS

Parents may request work for students who are home ill for two or more days. To allow teachers time to gather materials, please call early in the morning. Homework will be available after 3:15 on the day the request is made. Additionally, parents may call or email most teachers directly and leave a message on voicemail. Additional electronic resources, to gain information on class assignments are PowerSchool, Google Classroom and Skyward. Additional information can be found on the SHS webpage or by contacting the Counseling Center or Main Office.

TARDY POLICY

Sheboygan Area School District policy and South High School code pertaining to tardiness will be followed. A student who arrives to class after the mod has started is considered tardy to class. When tardiness is not the fault of the student (i.e. late dismissal from a previous class) the student should obtain a pass from the staff member who to excuse the tardiness.

ACADEMIC POLICIES

ACADEMIC LETTER

To receive an academic letter, a student must be on the high honor roll for four (4) semesters. Students who have received an academic letter will receive a medallion if they are on the high honor roll an additional two (2) semesters. Students who are on the high honor roll for all eight (8) semesters will be awarded a academic plaque.

COURSE AUDITS

A student who audits a course does not receive academic credit. Course audits are not calculated as part of any weighted grade point average.

DROPPED COURSE PROCEDURES

When a student wishes to drop courses for extenuating circumstances, the following procedures will be followed:

1. The student will confer with his/her counselor concerning the reason and need to drop a particular course.
2. The counselor will then confer with the student's teacher about class performance and make a recommendation.
3. The counselor will contact the student's parents and make them aware of graduation needs, sequence, and class load requirements, and be responsible for informing parents of the total situation.
4. If the parents approve of the course being dropped at this level, they and the counselor will sign the withdrawal form. **The principal will give final approval.** Appropriate copies will be placed in the student's permanent record. No transfer is complete until all signatures of approval are obtained.
5. Students dropping a class after the first four (4) weeks of the semester may be dropped with an "F" or "WF" grade. This grade will appear on the student's transcript.

Because of the necessity to update class lists, counseling files, attendance programs and grade programs, schedule changes and dropping classes are made only for the most serious of reasons.

FINAL EXAMINATIONS

Each semester, South High School receives requests from students to leave school prior to the end of the semester or to take exams early. State law mandates that all students must attend school 180 days. If a student chooses to leave school early, he/she will not be excused from class. If a student does not complete final exam, final grades will reflect the lack of completion. If a student misses a final exam, they must work with teachers to arrange to take the final exam during a make-up time. Family vacations should be planned for after the final exam dates.

GRADUATION

Participation in graduation exercises is optional and a privilege. This privilege may be revoked for unacceptable behavior. Seniors who do not wish to participate in the ceremony should notify thier School Counselor or Administrator, of their intentions as soon as possible, and no later than May 5th. Seniors who wish to participate in graduation must have an official cap and gown, must attend all practice sessions and assemblies, and must follow a few simple rules. Students are expected to dress appropriately. Jeans are never allowed and appropriate shoes must be worn.

GRADUATION REQUIREMENTS

Planning a four-year educational program can be a complex process. School personnel, especially the counselors, look forward to this task. **However, the ultimate responsibility for meeting graduation requirements rests with the student.** To be eligible for a diploma, students must meet the minimum credit requirements in required and electives courses as outlined in the [Course Description Guide](#) or from the Counseling Center.

HONORS DIPLOMA

1. A weighted grade point average of at least 5.0 or ranking in the top five percent of the senior class at the end of the first semester (plus second semester enrollment to complete the above requirements).
2. Three credits in Honors courses in the Weighted Grades Program.
3. Completion of at least three added credits for a total of 26 in grades 9 through 12.
4. A combined total of three credits in two of the following areas:
 - a. World languages
 - b. Fine Arts
 - c. Career and Technical Education or four credits in either Science, Mathematics, or Social Studies

WEIGHTED GRADE POINT SYSTEM

A weighted grade point system is used at the high school. Complete details on calculating a weighted grade point average can be found in the [Students Rights and Responsibilities Handbook](#) or from the Counseling Center.

HONOR ROLL

Students that earn 6 or more letter grades with weight attached are eligible for the Honor Roll.

FIRST HONORS: Weighted GPA 4.667 or higher

SECOND HONORS: Weighted GPA 3.667-4.666

Children with disabilities (CWD), and ELL students that have zero or one regular education class will use the following Honor Roll Scale:

FIRST HONORS: Weighted GPA 3.667 or higher

SECOND HONORS: Weighted GPA 3.0-3.666

HONORS INDEPENDENT STUDY COURSES

The enrollment of a student in honors independent study courses may only be approved after the student completes all honors courses offered within the academic curricular subject area within which honors independent study is to be undertaken. A written curriculum will be developed for each honors independent study course, which will be approved by the applicable high school and district academic department and personnel.

LIBRARY/MEDIA CENTER EXPECTATIONS

- Students should enter the IMC with a learning objective.
- Students are expected to conduct themselves in a manner that maintains a quality educational environment that is conducive with reading, studying and researching.
- Students are required to have their student ID to enter the IMC during their study halls. This is also required to check out any materials.
- Use of computers is for academic purposes only according to the SASD user agreement.
- Students may not use cell phones in the IMC.
- Students may listen to their personal listening devices/MP3 players/iPods in the IMC. Loud music is not permitted.

MAKE-UP WORK GUIDELINES

The student is responsible for contacting teachers to get make-up assignments when absent from a class for any reason. All make-up work is to be completed within one week, except when special arrangements are made. If make-up work is not completed, requirements of the course are not met and, consequently, the student may fail the course. Make-up work is a poor substitute for class participation, and even absences for which all make-up work is done may make the meeting of course requirements difficult, especially in lab participation classes. There is not an exception for school or extracurricular activity absences.

JUNIOR AND SENIOR RELEASE

The State of Wisconsin allows schools to permit students with a "high level of maturity and personal responsibility to leave the school premises for up to one class period each day if the pupil does not have a class scheduled during that class period." South High administration will permit a student to be dismissed from school for one hour per day during a scheduled study hall. He/she must meet the following criteria:

First Semester:

- **Juniors** having earned at least 12 credits toward graduation AND having earned a C- average for the previous quarter (at least a 1.667 GPA on a 4.0 scale)
- **Seniors** having earned at least 18 credits toward graduation AND having earned a C- average for the previous quarter (at least a 1.667 GPA on a 4.0 scale)

Second Semester:

- **Juniors** having earned at least 15 credits toward graduation AND having earned a C- average or higher for the previous quarter (at least a 1.667 GPA on a 4.0 scale)
- **Seniors** having earned at least 21 credits toward graduation AND having earned a C- average or higher for the previous quarter (at least a 1.667 GPA on a 4.0 scale)

Each student must also meet the following criteria at the end of each quarter:

During either semester, Sophomores, Juniors and Seniors need to meet these additional expectations:

1. Have a signed parental permission form, unless he/she is an independent student.
2. Have, from the previous quarter, **no failing grades.**
3. Have, from the previous quarter, no more than 1 referral OR any out-of-school suspensions.
4. Have, for the previous quarter, no more than 1 unexcused absence OR no more than 5 recorded tardies to classes from the previous quarter.
5. Any junior or senior release student that leaves with or transports any non-release student during his/her dismissal will have this privilege revoked.
6. This privilege can be revoked for acts of misbehavior within the community while on dismissal.

ACADEMIC LEARNING TIME (ALT).

ALT is time in a student's schedule that would not be considered an academic course, but it is still a requirement of attendance. These may appear on your student schedule as the following: Guided Study Hall, Study Hall, Resource or Dismissal.

1. **Guided Study Hall** is assigned to a student based on your previous quarter grades. Students having a GPA below 2.0 in the previous quarter OR any failing grades will be scheduled here. Also, students with a Major Referral or Truancy concerns can also be scheduled into guided study hall. The expectation in guided study hall is that the focus is on academics and achieving that 2.0+ GPA. When in guided study hall, students are to have their technology (cell phones) put away and the focus of using their chromebooks is to be classroom based. If students wish to work with a teacher or in a resource during their guided study hall time a PRE-ARRANGED pass must be acquired from that teacher. Simply arriving in guided study hall and announcing that you wish to go someplace else will not work.
2. **Study Hall** in the commons is considered privileged study hall. Students are able to utilize the Commons and freely utilize other resources in the building as needed provided they again get a prearranged pass from a teacher or resource room. To remain in privilege study hall students must maintain a Minimum 2.0 GPA, have No F in Previous Quarter, No Major Referrals for Behavior in previous or current quarter and Maximum of one day (30 mods total) Unexcused Mods for Attendance. Poor behavior in privilege study hall such as scanning in and leaving or leaving behind a mess will result in referrals and movement to guided study hall.
3. **Academic Resource** serves many different purposes in a student's schedule. A student may be scheduled into resource as a requirement of a class, as result of poor grades or poor assignment completion, or simply to make up missing work. As always, students may get a pass from a teacher to get help in resource or to complete an assessment during their ALT.
4. **Dismissal time** has been offered to 11th and 12th grade students who are in good academic standing and are on track for graduation. Students dismissed during part of the day are not to be hanging out in other parts of the building (dismissal will be removed and they will be assigned a location to be accountable for). If a student wishes to complete work with a teacher or in a resource during dismissal time, please make those arrangements ahead of time and get a pass from your teacher.

ACADEMIC LEARNING TIME (ALT) PROCEDURES (GENERAL)

1. **Students are expected to treat ALT as they would any other academic class.**
2. Students are to arrive on time.
3. Students are to remain in their seats until after attendance is taken.
4. If you need to visit another teacher during your ALT, you must get a pass from that teacher prior to arriving at at your scheduled location. There should be only one (1) name on a pass.
5. No student is to be released from ALT without a pass.
6. If a student leaves the ALT to go to the restroom or his/her locker, students are to have a pass in their possession issued from the supervising staff member.
7. Students are to bring materials for their ALT mods.
8. Students should use an appropriate volume and tone as to not disrupt others.

STUDENT CONDUCT POLICIES

ALCOHOL AND OTHER ILLEGAL DRUG POLICY

A student, while on school premises or while participating in school-related or sponsored events, who is using alcohol or other illegal drugs, or has done so prior to attending school or school related events, or who is in possession of or under the influence of alcohol or other illegal drugs, shall be disciplined according to Board Policy 5530, State Statute 120.12(20).

ARTICLES PROHIBITED AT SCHOOL

Problems may arise if students have articles that jeopardize the safety of others or interfere in some way with school routine. Such items include, but are not limited to: vape pens or electronic cigarettes, toy guns, water pistols, "Soakers", darts, fireworks, lasers, certain "look-a-like" items, etc. These will be taken from the student and may be returned only to a parent and appropriate disciplinary action may be taken. If after one (1) month it is not picked up, it will be discarded.

BIKES, SKATEBOARDS, ETC.

Due to the increased possibility of injury to the rider or a pedestrian, all non-motorized "vehicles" must be walked or carried while on school property. Violation of this guideline could lead to the confiscation of the "vehicles," which will then be returned to a parent only.

AFTER SCHOOL, BEFORE SCHOOL OR LUNCH ACTIVITIES

Students engaged in activities during these times must be under the immediate supervision of an adult supervisor assigned to the group of students. At no time are students to be without supervision. Students not participating in an after-school activity must leave the building by 3:30 pm on Monday, Tuesday, Thursday, Friday and 2:55 pm on Wednesday. Wednesday is set aside as church night and no student activities are to be scheduled. Evening activities on school nights such as athletic practices, club meetings, or rehearsals are not to extend past 10 p.m. The school is generally not open to students on Saturday or Sunday; however, student groups may use the building if their advisor clears their request with an administrator.

CLOSED CAMPUS

Students are expected to remain in the school building during the academic day, with the exception of the lunch period and dismissal. Students may leave school during lunch if they wish during those scheduled times, but are expected to return to school on time. At any other time of the day, a pass from the Attendance Office is required prior to leaving the building.

CANINE SEARCHES

It is the policy of the Sheboygan Area School District to maintain a drug free and healthy school environment. It is also the policy of the Sheboygan Area School District to provide a safe and healthy environment for all persons on its premises. Students are reminded not to share lockers. In an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property, to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee. Canine searches will be used when:

- There is reasonable suspicion that controlled substances may be in a school district building, but at unknown locations.
- There is a belief that a random preventive search will be beneficial to ongoing drug prevention efforts.

Canine searches will include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate by the Superintendent or designee. Canines may be used without prior notification to students and/or school personnel. A positive reaction by a trained canine will provide reasonable suspicion for a search of the locker, vehicle and other property of a student. A student is subject to disciplinary action by the school administration and possible law enforcement action, if controlled substances are discovered and possession is attributed to the student. Any items seized during a search by school officials will be safeguarded until appropriate authorities have made a decision on disposition of the items.

CELL PHONES

Cell phone use is permitted in the Commons during lunch and study hall. Cell phone use is also permitted during passing period. The use of cell phones during academic class time will be at the discretion of the classroom teacher. Teachers will have established clear guidelines for cell phone use by students during class. Failure to comply with classroom expectations will result in teacher and/or administrative consequences.

CHEATING

A student who is observed trying to obtain test information, in possession of test information, exposing his/her paper and answers to another student, or assisting in any way another student in giving or receiving test information shall be deemed cheating. A failure may be recorded (as a zero or equivalent letter grade) for that assignment, and the teacher will contact the parents and administration. Plagiarism of published work will be treated in a similar manner.

CITY ORDINANCES

Ordinances of the City of Sheboygan and other laws are enforced at South High School.

COMMONS AND LUNCH

The Commons is open during both lunch periods. Students who remain in school during their lunch period must eat in the Commons. At the start of each lunch period, students must move out of the halls quickly and quietly, as many classes are still

in session. There should be no student hallway traffic at this time. Students must be in the Commons or outside until it is time to go to class. Any student spending the lunch period with a teacher in another part of the building must remain at that location the entire lunch period. Students are reminded that they are responsible for the cleanliness of the area in which they eat and are expected to clean up after themselves. These students must have a dated pass from the teacher whose room they are meeting in.

DANGEROUS WEAPONS

It is the policy of the Sheboygan Area School District to provide a safe and healthy environment for all persons on its premises. Articles prohibited on all school property at any time of the day or night include, but are not limited to: any firearm whether loaded or unloaded, (except when in the possession of a legally authorized individual such as a police officer); any device designed as a weapon and capable of producing great bodily harm; or any other device or instrument which in the manner it is used is likely to produce great bodily harm. Disciplinary action will take the form of suspension from school and a recommendation to the Assistant Superintendent of Pupil Services for possible expulsion. Complete details are in School Board Policy 5772.

DISPLAYS OF AFFECTION

Students will be permitted only to hold hands in the halls. All other forms of physical affection are considered inappropriate. Students observed participating in inappropriate displays of affection will be referred to the office. A conference may be held with the students involved and an Associate Principal. Written notification may also be sent to parents. Further repetition of inappropriate displays of affection shall result in a parent conference.

FIGHTING

(SASD Policy 5520) Students are required to behave in a manner which shows respect towards building staff members and students at all times. Physical confrontations will not be tolerated and may result in administrative and legal consequences such as suspension and arrest or citation.

FLAG ETIQUETTE

The Pledge of Allegiance is recited each morning. Students are not required to participate. However, students are expected to be respectful toward others who do participate. Respect can be shown by not interrupting those who participate, standing quietly in hallways, and refraining from any form of interference.

GROOMING AND DRESS

It is recognized that students express their personality and individuality in the clothing they choose to wear. However, students must strive to express that individuality in a manner that is appropriate in a school setting and not disruptive to the educational welfare of others. Regardless of personal style, clothing worn by students should be clean and safe to wear for the type of activity performed by the student. According to state regulations for public buildings, proper footwear must be worn at all times.

Some examples of clothing that is not appropriate in a school setting (list is not all inclusive):

- Clothing which bears inappropriate words or pictures, such as language, sexual innuendo, alcohol or drug use, racist commentary, or commentary seen as hurtful to any class of people.
- Clothing seen as physically revealing (excessive cleavage, exposing a student's midriff, back, or undergarments), intimidating, or disruptive to the educational process. This includes spaghetti strapped shirts/dresses, tube tops, halter tops, male tank-style underwear shirts, tank tops with straps less than 1 inch wide, cross-back tank tops, T-back tank tops, leggings and yoga pants.
- "Showing of Colors" or "Gang" clothing as determined by administration or school security
- Jewelry and body art (tattoos) are held to the same standard as clothing
- Offensive or inappropriate words or symbols visible on hands, arms or legs
- Jewelry with spikes or multi-finger rings
- Gloves, full or fingerless
- Wallet chains with more than a visible, straight-line connection; other chains on clothing
- Recognized religious symbols should be worn under clothing. Unfortunately, some such items have been adopted by gangs as symbols for their groups

HALL PASSES

Passes are an earned privilege. Each classroom teacher will establish individual written guidelines about the issuance of passes. Passes may list only one student name. Hall passes are available at the back of the student planner. One page will

designate one quarter. You must carry our planner for this is the primary source of hall passes.

HARASSMENT OF STUDENTS

Harassment or intimidation may arise from a broad range of physical or verbal behavior. Harassment means behavior towards individuals based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with an individual's performance or creates an intimidating, hostile, offensive, environment. (Bigotry is included in this area).

It is the policy of the Sheboygan Area School District to provide a positive learning environment that is free of any form of harassment or intimidation toward and between students. Harassment will not be tolerated in any form and the District will take all necessary and appropriate action to prevent and eliminate harassment, including discipline of offending persons and referral to law enforcement officials where appropriate. This policy is applicable to conduct of administrators, faculty and staff toward students as well as the conduct of students towards adults and each other. In addition, this policy is applicable to conduct toward students by other persons who are authorized to be present on District premises.

(The complete Board of Education Policy 5517 can be found in the Student Rights & Responsibilities Handbook.)

Students who believe that they have been subjected to any form of harassment or parents/guardians who believe that a student has been subjected to harassment may report the incident(s) to the building principal/designee. A complaint may be made to a teacher, counselor, school social worker or school psychologist who will report the complaint to the building principal or Director of Pupil Services.

HATS

Wearing of head coverings (hats, bandanas, head bands, hairnets, sweatshirt hoods, etc.) is not permitted in the school building during the academic day. Students are expected to remove all head coverings upon entering the school building and to secure such items in their locker until the end of the academic school day. Students are asked to not wear head coverings until they have exited the school building.

INTERNET GUIDELINES

Students are expected to follow the "High School Student Agreement and Permission Form for Internet Access/Web Page Consent" that they and their parent(s) signed. By signing this form, students have agreed to the following:

1. Use of the Internet or other services must be in support of education or research and be consistent with the policies and objectives of the District.
2. Use of the Internet or other services cannot be made without the permission of the staff member in charge or the supervising teacher.
3. Only school district log-ons can be used (**no personal accounts can be accessed**).
4. Use of the network to facilitate illegal activity is prohibited.
5. Use of the network to access obscene or pornographic materials is prohibited.
6. Any use for commercial or for-profit purposes is prohibited. This also includes buying, selling, and bartering, including but not limited to the use of credit cards.
7. Disruption of the Internet/on-line service, supporting equipment, or information available on it is prohibited, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright law.
8. The use of Internet or other services to harass other users or to transmit materials likely to be offensive or objectionable to recipients is prohibited.
9. Visits to non class-related sites are prohibited.
10. Protect themselves and others by not issuing their own or any other persons' addresses or telephone numbers over the Internet or other on-line services, remembering that on-line communications are not private.

Any problems or violations of these rules are to be reported to the supervising staff member.

JACKETS

Jackets are not to be worn in the hallways and classrooms during class time. Jackets, coats or other outerwear are to be placed in a locker upon entering the building. If the weather is inclement, students are expected to wear sweaters or other appropriate clothing. Jackets and coats may be brought to the commons study hall for students leaving from this location for lunch, dismissal or departure at the end of the school day.

LOCKED DOORS

Building doors are locked each morning after the academic day has begun. Designated doors are open throughout the day. Students are not to open locked doors for any students before, during or after school.

PERSONAL AUDIO AND ELECTRONIC COMMUNICATION EQUIPMENT

The use of mp3 players, iPods, CD players, and radios in the classroom is at the discretion of each individual teacher. Additionally, such equipment may be used before school, during passing periods, in the Commons during lunch, and after school. Students bringing personal audio equipment to school assume full responsibility for its use and safety. **Students using headphones or ear buds are expected to use only one ear bud or earphone during passing period as a measure of safety.** Failure to comply with these regulations will result in equipment confiscation and students will be held to the same consequences as those for unauthorized cell phone use. Students may not use pagers or two-way communication devices on school premises during the academic day unless specifically authorized by the building administration.

SNOWBALLS

Any student identified throwing snowballs or snow on campus shall be subject to disciplinary action. Students throwing snowballs at or from a moving vehicle may be suspended from school and referred to the Sheboygan Police Department.

STUDENT CONDUCT IN THE NEIGHBORHOOD

South High School citizens strive to be "Above the Line" in their conduct and academics. This includes being "**safe, respectful, and responsible**" while in school and in the school neighborhood.

SUNGLASSES

Sunglasses may not be worn either on the face, top of head, back of head, or around the neck during the academic day.

THEFT AND VANDALISM

The respect for property of others is a fundamental responsibility that each and every student is expected to follow. To steal or destroy the property of the school or other students is an extremely serious violation and will be handled as such.

TOBACCO POLICY

The Board of Education Rule 5512 City Ordinance 1991-1992 Section 26-11, and high school rules and regulations prohibit the possession of cigarettes or any tobacco products by students. Students who possess or use cigarettes or tobacco on school grounds, in school buildings, or within the school "neighborhood" zones will subject themselves to disciplinary action. For every violation of this policy, students could be referred to the Sheboygan Police Department for action. Excessive violations of this policy could lead to expulsion proceedings.

FOOD AND BEVERAGES IN THE HALLWAYS

To keep South High School a clean, safe environment, students are to be responsible with food and beverages in the hallways. Students are expected to utilize garbage receptacles for trash and to inform a member of the staff of any accidental spills or messes.

ID / ACTIVITY CARD

Each student of South High School will be provided with an ID card. This card must be carried daily by the students and shown to any staff member requesting to review it. This card will be needed for many things, such as when purchasing lunch, checking materials out of the IMC, going to the IMC during your study hall or conducting business in the Financial Office. If an Activity Card or ID Card is lost, a replacement card can be purchased in the Financial Office. Replacement costs are: \$2.00 for an ID and \$5.00 for an Activity Card.

LOCKER POLICY

Student lockers and gym lockers are the property of the Sheboygan Area School District and as such are subject to inspection at any time. Periodic inspection of lockers will be made and may involve the use of specially trained alert dogs with the assistance of the Sheboygan Police Department or other law enforcement agencies. Student belongings within the lockers may also be searched, consistent with applicable law. In the course of a locker inspection, school officials may seize any items that are dangerous and/or illegal, or violation of school policy. School administration reserves the right to authorize or designate persons to conduct school locker or building searches on behalf of school administration.

Lockers are made available for the convenience of students. Each student is assigned an individual locker for his/her personal use and is responsible for its contents and condition. Contact the Main Office if there is a problem with a locker or if a combination needs to be changed. There is a fee of \$1.50 for changing the combination. There is no reason for students to lose any valuables while at school. Lockers must be properly secured after each use. Students should not set on last digit to enable "popping open" to the touch. For personal protection and the safety of personal belongings, locker combinations should not be shared with other students. Locks issued to students are to be used for school-related purposes. If a lock is lost or

broken, a fee of \$10.00 is charged to replace it.

Items seen as materially disrupting the educational process may not be posted on or displayed in student lockers. These items include, but are not limited to: sexually explicit, nude or partially nude photographs; drawings, cartoons and caricatures of the male or female body or depicting sexual activity; commonly profane or indecent words; items which promote the use of illegal drugs or controlled substances; alcohol; items of a nature that is offensive to a member of a recognized church or religious organization; items that are hurtful to any class of people or other items deemed inappropriate in a school setting.

South High School discourages students from carrying large amounts of money during school hours. Any large amounts of money or personal valuables should be left in the Main Office during the academic day. In the physical education area, leave money and valuables with the physical education instructor, not in a locker. South High administration discourages bringing any valuable item or electrical devices to school and will not be responsible for lost or stolen items.

Lockers will be opened the week following the end of the school year and all contents removed. South High will not be responsible for items left in lockers.

GENERAL POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.
2. The right to request in writing the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file complaint with the U.S. Department of Education concerning alleged failures by South High School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

MEDICATION POLICY

In the event that medication is to be administered at school, proper authorization forms are required. For nonprescription medications, parent/guardian written authorization is required. For prescription medications, parent/guardian written authorization and a written order from a doctor is required. Medication Authorization forms are available from the Attendance Office.

PHYSICAL EDUCATION UNIFORMS

All students must wear a short-sleeved t-shirt, other than the one worn to school in order to participate in class. No cut-offs or tank-tops are allowed. Shorts or sweat pants are also required. The shorts and sweat pants must be of athletic variety. No cut-off jeans are allowed. Suitable gym shoes (not sandals or hikers) are also required. Sweatshirts are recommended for outdoor activities. These are minimum requirements and students may not receive full daily participation credit if they fail to dress as outlined above.

QUICK \$50 PROGRAM

The goal of Quick \$50 is to remove drugs, alcohol and weapons from schools. The idea is to give students with information about any of these items in school a way to provide information to school staff or the school resource officer so that it can be removed from school property and the student responsible held accountable. In return, the student tipster is eligible for a \$50 reward.

How does the Quick \$50 program work? The individual with information about weapons, drugs or alcohol on school property has three ways to make a report:

- Call the Sheboygan Countywide Crime Stopper toll-free tip line at 1-877-283-8436. This is a non-recorded private line.
- Contact a trusted staff member or administrator.
- Contact the School Resource Officer.

Regardless of which option you choose, you will remain anonymous. If the tip is found to be legitimate, a cash reward is paid

to the student for providing this information.

SCHOOL CLOSING OR DELAYED START

A decision to close or delay the start of school due to the weather or other circumstances will be announced on radio stations WHBL, WXER, WKTT, WCUB, and WOMT, on TV stations WBAY, WFRV, WLUK, WISN, WITI, and WTMJ and the district website (www.sheboygan.k12.wi.us). **Please do not call school on bad weather mornings.**

SCHOOL OWNED EQUIPMENT

Students are given the opportunity to use various types of school-owned equipment such as lockers, locks, lab equipment, textbooks, library books, and athletic equipment. Students are responsible for items issued to them and will be required to make monetary restitution for any act of neglect or vandalism that leads to damage or loss of school-owned equipment or materials. Equipment such as lockers, locks, shop tools, books, etc., may be opened or called in for inspection at any time. Laboratory-oriented classes such as science and technology education may require the student to pay for materials used in the creation of student projects or to purchase laboratory manuals. Students enrolled in these classes are responsible for payment of all required fees.

STUDENT PARKING

Students can pick up an application for a parking tag during registration. The student is required to complete the form that asks for the make, model and license plate number of the vehicle. The student's signature on the form indicates compliance with the rules listed. Parking tags cost \$30.00. Parking tags hang from the rearview mirror and can be used for all family vehicles. Students are responsible to know the designated areas for student parking. Parking in staff or other areas not designated for student parking may result in a citation from the Sheboygan Police Department.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Sheboygan Area School District recognizes the rights and responsibilities of students as outlined in the Student Rights and Responsibilities Handbook. This booklet is distributed to all students at the beginning of each school year.

STUDENT VISITORS

Occasionally students may wish to bring another student to school as a visitor. Arrangements for such a visit must be made in the Main Office at least three (3) academic days in advance of the visit. Visitors are limited to students enrolled in high school unless special arrangements are made with an administrator. The Visitor Pass requires the following information about the visitor: full name, age, address, home phone number, name of school attending, and reason for the visit.

WORK PERMITS

Applications for Work Permits can be completed in the Main Office before 7:45 a.m. Please bring the following: birth/baptismal certificate/WI drivers license, social security card, parental permission, signed letter/form from employer, and \$10.00 fee. Every effort will be made to process the application during the day for pick-up after school. A work permit is a privilege and may be denied or revoked for attendance or grade problems.

“BELOW THE LINE” AND “BOTTOM LINE” DISCIPLINE

“The Redwing Way” is designed to encourage and support students to take responsibility for their own actions. If a student continues to fail in meeting classroom and school expectations, or behaves in a manner that is described as a “Major Infraction”, the Dean of Students, Administration, the School Security Officer or School Resource Officer are to enforce rules and assign consequences to assist reinforcing the positive expectations for students at South High School.

1. **“Minor Infraction”** – Whenever an individual slips into an opposite, negative behavior, the individual is committing a “Minor Infraction”. At this point, the student has an opportunity to work with the classroom teacher to resolve the situation. Teachers have the opportunity to “share the power” with the student in determining a resolution. The teacher or student may choose to include the Dean of Students to work through the conflict and complete a “Fix It Plan”.
2. **“Major Infraction”** – Occasionally an individual will commit a more grievous act, such as: repeated “Minor Infractions”, tobacco, alcohol & drug violations; fighting; theft; weapons possession; all forms of harassment; gang-related activity; major threats; bomb or fire concerns; substantial vandalism; vulgarity directed at an adult or gross insubordination. These are considered to be a “Major Infraction” and are dealt with as a referral to the dean of students and/or administration.

DEFINITIONS

Detention – A period of time, outside normal classroom time, which the student serves as a consequence for failure to follow school guidelines.

In-School Detention – A period of time, during the normal classroom time, which the students serves as a consequence for failure to follow school guidelines.

Suspension – Prohibition of a pupil from attending any school functions (generally for a period of no more than five (5) academic days).

In-School Suspension – A suspension which the pupil serves in the school building in a specified area.

Out-of-School Suspension – A suspension which the student serves the penalty out of the building, away from the school building and campus.

Expulsion – An action taken by the School Board to prohibit a student from further attendance for a specified period of time.

CLASSROOM AND DISCIPLINE

A good learning atmosphere is the mutual responsibility of the staff and students, and is assured through the use of clearly defined rules and regulations. Because of varying personalities and classroom environments, these rules can differ somewhat from teacher to teacher.

- A. The teacher is responsible to resolve infractions of classroom rules. When corrective actions prove ineffective, the teacher may temporarily reassign a student from the classroom to the building security personnel, as provided in the South High School PDP.
- B. The purpose of temporarily re-assigning a student are: a) to re-establish the learning atmosphere which the student has disrupted, b) to provide a setting for the student to examine the actions which led to removal and make a commitment to correct his/her behavior.

For students on an in-school suspension (ISS):

- a. Office personnel will ask your teachers for your day's work. You must complete this while serving your ISS.
- b. You will remain in the ISS room for the entire time of the suspension. YOU ARE TO BRING YOUR OWN LUNCH IF YOU WISH TO HAVE ANY or hot lunch will be brought to you at your expense.
- c. No visiting, no sleeping; no unauthorized food.
- d. No recreational reading (until all assigned work is completed).
- e. No use of cell phones or music listening devices.

THE STEP SYSTEM

When incidents occur outside of the classroom, when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to the dean of students and/or administration for investigation and action. The severity of the consequences applied by the administration depends on two factors:

- a. The seriousness of the offense, and
- b. The previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences (The Step System) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequence that corresponds to the entry-level step for that offense. With each successive recorded referral the student advances at least one step depending upon the seriousness of the infraction. The minimum consequences for each step are as follows:

Step 1: Minor Infraction

- 1. Parent Contact by Teacher via phone or email.
- 2. Teacher and student use the Dean of Students to help work out a Fix It Plan. No formal administrative consequences are planned if consensus is reached.

Step 2: Repeated Minor Infraction or Major Infraction

- 1. Administrative conference with the student and parent notification by the Dean of Student, School Administrator or Security Resource Officer.
- 2. Detention, in-school suspension or other administrative discipline

Step 3: Major Infraction

- 1. One (1) or Two (2) day in-school suspension, or One (1) or Two (2) day out-of-school suspension (alternative: one of the student's parents may attend classes with the student for the entire academic day). A parent conference will occur by telephone or in person.

Step 4: Major Infraction

- 1. Three (3) day or Four (4) day out-of-school suspension. Re-entry conference with parent may be required.
- 2. Dean of Students reviews student incident with staff, student and parent.

3. Dean of Students, Administrator or Pupil Service Personnel will present a review of the student academic and behavior files and discuss appropriateness for a referral to the Problem Solving Team (PST).
4. Recommendation of a Voluntary Withdrawal Agreement will be considered. If such action is viewed necessary, consultations with the Director of Special Education for Pupil Service will be scheduled prior to student re-admission to regular school attendance.

Step 5: Major Infraction

1. Five (5) to fifteen (15) days out-of-school suspension pending expulsion hearing before the Board of Education. Step 7 will not be used as a progressive step unless the violation is warranted or called for as a specific consequence of a state violation. IEP-Teams will be convened for CWD students.

PROVISIONS OF THE STEP SYSTEM

A disciplinary file will be kept for each student referred to an administrator. A record of each violation, as well as the step assigned, will be maintained.

1. A copy of all major referrals will be sent to parent(s) as notification in writing for all violations from Step 2 through Step 7.
2. Based on previous history, and/or severity of the infraction(s), the student may be assigned a higher step than the minimum established.

SUSPENSION PROCEDURES

- While on suspension, a student is assigned to a specific room unless the infraction warrants Step 3, Step 4 or Step 5 (mandatory out-of-school suspension) or when the student's presence in the building poses a possible disruption to the orderly operation of the school. Students assigned to in-school suspension must complete class assignments by the time they return to class. In case of situations such as required labs, etc., make-up work is due at the discretion of the teacher. **If work is not completed on time, the teacher may require the student to come in before or after school to complete the work.**
- No suspension from school shall be imposed without an administrative conference with the student, except where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property around the student.
- Notice of the grounds for suspension shall be given the pupil at the suspension conference. His or her parent or guardian shall also be notified of this information and the suspension.

A. STUDENT-TO-STUDENT RELATIONSHIPS:

School Board Rule 5117 and Wisconsin State Statutes Sections, 118.13, 120.13 (1), 947.013, P1 9, Wisconsin Administrative Code, Title VI, Civil Rights Act of 1964, Title IX, Education Amendments, of 1972, Section 504, Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990. Cross Reference: Rule 6146.1, Harassment of Students and Exhibit 5146.1 Student Harassment Formal Complaint Form.

RIGHT: Each student has the right to attend school and school activities without fear of threats against his/her feelings, property, or physical well-being.

RESPONSIBILITY: Each student is responsible to respect the feelings, property, and physical well being of other students.

POLICY: Students will refrain from physical and verbal abuse directed at other students, as well as damage or theft of the property of a fellow student.

Infraction	Step	Infraction	Step
• Disrespect	1-3	• Threatening or intimidating acts	3-5
• Property Damage	3-5	• Verbal Harassment	2-5
• Fighting	3-5	• Sexual Harassment	2-5
• Scuffle/Rough Play	1-3	• Physical Harassment	2-5
• Physical Attack	3-5	• Racial Harassment	2-5
• Theft from another student	2-4	• Instigation of harassment	4-5

B. GANG ISSUES:

The Sheboygan Area School District has a no tolerance policy on gangs. Students who wear gang signs or clothing, have gang symbols on personal property in school or flash gang signs will face these consequences.

1st Offense Warning and conference with parents, student, administration and/or liaison officer.

2nd Offense Three (3) day out-of-school suspension.

3rd Offense Three (3) day out-of-school suspension plus a disciplinary meeting with the Asst. Superintendent of Pupil Services.

4th Offense Pre-expulsion hearing

(Violations from one year to the next will be recorded and allowed to accumulate and progress to the next step with each subsequent violation.)

C. STUDENT-TO-STAFF RELATIONSHIPS

(Refer to School Board Rules, State Statutes, Legal References and Cross-References cited in SECTION B.)

RIGHT: Students have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below.

RESPONSIBILITY: Students have the responsibility to respect authority, feelings, physical well-being, and the property of the school staff.

POLICY: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to or thefts of property belonging to school staff members.

Infraction	Step	Infraction	Step
• Insubordination	1-3	• Verbal Harassment	2-5
• Disrespect	1-3	• Sexual Harassment	2-5
• Vulgarity directed towards staff	1-3	• Physical Harassment	2-5
• Failure to identify self to staff	1-3	• Racial Harassment	2-5
• Disrespect of staff property	3-4	• Threatening or intimidating acts	2-5
• Damage	3-4	• Instigation of staff harassment	2-5
• Theft	3-4	• Physical Attack	3-5

D. SCHOOL PROPERTY

RIGHT: Each student is entitled to a well-equipped, well-maintained, attractive school environment.

RESPONSIBILITY: Each student is responsible to respect and help maintain the appearance of the building and the equipment and resources therein.

POLICY: Acts of vandalism, theft and abuse of the school property, building and grounds are prohibited.

Infraction	Step	Infraction	Step
• Littering or throwing food in school	2-3	• Destruction	3-5
• Littering or throwing food outside	2-3	• Theft	3-5
• Vandalism	2-5	• Computer misuse	2-5

• Defacing	2-5	• Reckless behavior resulting in damage to school/staff property	2-5
• Abuse of printed or AV materials	2-5	• Computer hacking	3-5

E. PROTECTION OF THE PUBLIC SAFETY

School Board Rule 5520 and Wisconsin Statutes Sections 948.61, 118.31, (3) and 120.13.

RIGHT: Each student and staff has a right to be safe and secure from physical harm while attending school.

RESPONSIBILITY: Students and staff have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

POLICY: The infractions listed below, as well as other acts that threaten the health and safety of student and/or staff, are strictly forbidden. Parking lot assignments must be followed.

Infraction	Step	Infraction	Step
<ul style="list-style-type: none"> • Parking in unauthorized areas • Unauthorized driving during school day • Improper use of motor vehicle • Possession of firecrackers or other explosive devices • False alarms • Reckless driving 	1-2	<ul style="list-style-type: none"> • Detonation of firecrackers or other explosive devices • The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause 	2-4
	1-2		<ul style="list-style-type: none"> • Possession of weapons • Bomb threats • Arson
	1-4	3-5	
	2-5	3-5	
	2-4	3-5	
	2-4		

F. ALCOHOL, TOBACCO, AND DRUGS

School Board Rules 5512 and 5530 Wisconsin Statute 101.123, 120, 12(20), Wisconsin Act 95, Section 48.983 (4), (5), and Chapter 139.75 (12). Cross Reference: Rule 3516.1, Tobacco Free Schools Enforcement Guidelines.

RIGHT: Each student has the right to associate with students who are free from the influence of alcohol, tobacco, and drugs, and not be subjected to those wishing to buy, sell or use substances, and participate in a healthy environment.

RESPONSIBILITY: Each student has the responsibility to keep his/her mind and body in a sound, health condition, and abide by established laws.

POLICY: The possession, use, or sale of any over the counter, prescription and/or nonprescription drug, illicit narcotic, alcoholic beverages, or tobacco is prohibited on school grounds, as well as during or before school, or school-sponsored activities. All medicines will be stored with the school nurse according to Board Policy.

Infraction	Step	Infraction	Step
<ul style="list-style-type: none"> • Possession of tobacco products • Possession of any electronic smoking device or vape pen • Possession of any nicotine based oils or liquid • Use of tobacco products • Misuse, transmitting of over-the-counter medication 	1-5	<ul style="list-style-type: none"> • Possession of alcohol/drugs or look-a-like • Noticeably under the influence of alcohol/drugs as indicated by obvious behavior and/or the smell of substances on the person 	3-5
	1-5		<ul style="list-style-type: none"> • Observed use of alcohol/drugs • Selling, purchasing or transmitting alcohol/drugs or look-a-like alcohol/drugs
	1-5	3-5	
	3-5	3-5	
	3-5		

• Possession of drug related paraphernalia			
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G. CORRIDOR BEHAVIOR

RIGHT: Every member of the school community has the right to a safe and timely passage from one place to another within a clean and safe school building.

RESPONSIBILITY: Passing between classes should be done in an orderly and respectful manner. Every effort should be made to pass to a classroom, study or work area and be out of the corridor and hallways by the end of the allotted passing time. It will also be everyone's responsibility to maintain cleanliness and order in the corridor.

POLICY: Behavior which disrupts or prevents orderly passage through the corridor and hallways is prohibited.

Infraction	Step	Infraction	Step
• Abusive or offensive language	1-3	• Spitting	1-3
• Running in hallways	1-3	• Physical harassment, groping or Inappropriate displays of affection	1-5
• Horseplay such as water balloons, squirt guns, lighters, etc.	2-3	• Open containers	1-3
• No authorized, forged or misuse of pass	1-4		

H. OTHER DISCIPLINARY INFRACTIONS

Infraction	Step	Infraction	Step
• Repeated classroom disruption	1-4	• Pagers, cell phones, two-ways on school premises	1-4
• Disruption at school events	1-4	• Internet Abuse	2-5
• Radios, video games, iPods, laser pens, CD players, etc.	1-4	• Loitering, remaining on property without permission	1-3
• Repeated failure to adhere to dress code	1-4	• Improper clothing	1-3
• Being in an unauthorized area such as unauthorized demonstration or sit-in	1-4	• Misuse of study hall	1-3
• Being an accessory to a school rule violation	1-4	• Indecent exposure	3-5
• Cheating on Quiz or Exam	1-4	• Skateboard misuse	1-3
• Cheating on Homework	1-4	• Bike misuse	1-3
• Cheating beyond the classroom (i.e., computer hacking, tampering with grade books, plagiarism, etc.)	3-5	• Dangerous behavior on SASD property	3-5
• Misrepresentation/Forgery	2-4	• Snowball throwing	2-4
		• Improper and/or disruptive not covered	1-5